

LOK SABHA SECRETARIAT

FAX: 23040758

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110 001

No.LAFEAS-GPB017(13)/7/2021-GPB

Dated the 2<sup>nd</sup> March, 2021

From

Rakesh Kumar Chhabra  
Executive Officer

To

All concerned

**Subject : Procurement of White Printing Paper 23"x36" size, 100 GSM – urgent requirement**

Dear Sir/Madam,

Lok Sabha Secretariat requires following item on urgent basis. Firms having their offices at Delhi/NCR and GST Number Holder may quote the rate of item, as per specifications and format given below :

Sl. No.	Name of the Item with specification	Quantity required	Rate(Rs.) MRP, if any	Offer Rate Per Ream (in Rs.)	% of GST	Name of Brand
1.	White Printing Paper, 23"x36" size, 100 GSM (as per sample) required for D.O. Letter	05 Reams				

- The item is recurring item and quantity mentioned is tentative. Procurement will be made on actual requirement basis. Before quoting rate of the item, interested firm(s) may visit in General Procurement Branch to examine/verify the sample of above item and offer the rate of the same. **Paper must be quoted of Reputed Brand. Quotation without mentioning the brand name will be rejected.**
- Rates should be quoted on F.O.R. basis (Free delivery at site) and should be valid for a period of **Ninety Days(90)** from the date of awarding the order.
- On award of contract/order, the selected firm is bound to supply the material as per Brand quoted by the firm and size and specifications of the Secretariat or else appropriate action may be initiated against the firm.
- Sealed Quotation with sample (small piece of quoted paper) may be submitted through email at rakesh.chhabra19@sansad.nic.in or by hand in Room No.408, 4<sup>th</sup> Floor, Parliament House Annexe, New Delhi-110001 by **05.03.2021 (upto 1300 hours)** addressed to the Executive Officer, General Procurement Branch, Room No.408, Parliament House Annexe, Lok Sabha Secretariat-110001.

  
(RAKESH KUAMR CHHABRA)  
EXECUTIVE OFFICER,  
PHONES: 23034408/2305437